

# **ALASKA STATE COMMISSION FOR HUMAN RIGHTS**

## **POSITION DESCRIPTION**

### **HUMAN RIGHTS FIELD REPRESENTATIVE III (HRFR III)**

#### **General Description**

The Human Rights Field Representative III is the full working level in the Human Rights Field Representative series. The Human Rights Field Representative III works under general direction and independently investigates and resolves human rights discrimination cases.

#### **Description of Duties**

The Human Rights Field Representative III:

- Interviews persons who allege violation of the Alaska human rights law; drafts complaints of discrimination which frame legal issues and summarize factual allegations.
- Prepares investigative plans; conducts personal and telephone interviews of witnesses; writes interview reports and affidavits; conducts resolution conferences; and manages monthly case load of at least 50 cases.
- Analyzes facts, applies discrimination law theories and relevant court decisions, and writes determinations.
- Negotiates and prepares predetermination settlement agreements; prepares conciliation agreements; and conducts conciliation conferences in cases with substantial evidence determinations.
- Serves as witness at public hearings before the Commission and court to give testimony relevant to the investigation.
- Shares information and works with other agencies involved in civil rights enforcement.
- Presents information at public meetings and conferences on the requirements of the Alaska human rights law.

#### **Knowledge, Skills and Abilities**

- Skill in reading and understanding civil rights statutes, court decisions, and legal precedents; negotiating settlement agreements; communicating effectively; working effectively with individuals from various social, economic, cultural, and educational backgrounds; interviewing; perform routine mathematical computations.

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- Ability to analyze evidence; draw logical conclusions; conduct fair and impartial settlement conferences; determine credibility of witnesses; conduct impartial settlement negotiations; prepare clear and comprehensive investigative reports; work independently; and maintain cooperative working relationships with others.

### Minimum Qualifications

One year experience as a Human Rights Field Representative II with the State of Alaska or the equivalent elsewhere.

**Note:** All positions in the Human Rights Field Representative series are in the *Partially Exempt* service.